HARRIS COUNTY, TEXAS

SHERIFF'S CIVIL SERVICE
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May 21, 2012

TO: ALL SHERIFF'S OFFICE DETENTION OFFICERS

SUBJECT: 2012-2013 INTERIM DETENTION SERGEANT PROMOTIONAL
            EXAMINATION PROCESS

FROM: CIVIL SERVICE COMMISSION

Study material lists and Letter of Intent forms are being distributed today for the 2012-2013 INTERIM Detention Sergeant promotional examinations that will be administered in September of this year. Each detention officer is responsible for determining his or her eligibility (in accordance with Civil Service Rule 14 as it exists May 1, 2012) to participate in the promotional process. Each eligible detention officer should review the study material list that corresponds to the promotional examination to be taken and then submit a Letter of Intent to the Civil Service Commission office immediately. Letter of Intent forms may be obtained from the Civil Service Commission website (www.co.harris.tx.us/civilserv). Letter of Intent forms may be faxed to the Civil Service Commission at 713-755-8990.

Each detention officer is responsible for submitting current information on the Letter of Intent form. If your name or TCLEOSE certification level changes between now and August 31, 2012, you must inform the Civil Service Commission office. If you have previous employment and/or bridged time with the Sheriff's Department, you must supply the Civil Service Commission with documentation.

Should you have any questions about the 2012-2013 promotional process, please call the Civil Service Commission office.

PLEASE POST

2012-2013 INTERIM DETENTION SERGEANT :

THE EFFECTIVE CORRECTIONS MANAGER – <u>Second Edition 2005</u>, Richard L. Phillips and Charles R. McConnell – **ISBN 13.978-0-7637-3311-7**

HARRIS COUNTY SHERIFF'S DEPARTMENT CIVIL SERVICE REGULATIONS as printed with amendments, as it exists **MAY 1, 2012**

HARRIS COUNTY SHERIFF'S DEPARTMENT MANUAL As it exists May 1, 2012. Each deputy is responsible for the updating of its contents.

5/21/12